



**California Emergency Management Agency**  
Public Safety and Victim Services Programs  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
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January 13, 2010

TO: COMPREHENSIVE SHELTER-BASED DOMESTIC VIOLENCE SERVICES  
PROGRAM  
PROJECT EXECUTIVE DIRECTORS  
FISCAL OFFICERS  
PROGRAM MANAGERS

RE: DX PROGRESS REPORTS FOR FISCAL YEAR (FY) 2009/2010

As recipients of California Emergency Management Agency (Cal EMA) Grant Funding, your agency is required to submit two Progress Reports detailing your agency's activities and accomplishments during the grant period. The first of these reports will be due no later than April 15, 2010; the second will be due on or before July 31, 2010. Each of these reports should reflect operations originally outlined in the Grant Application your agency submitted.

Enclosed in this package, please find the Comprehensive Shelter-Based Domestic Violence Services Program (DX) Progress Report Template. Please note that the accurate, timely, and complete submission of the information requested in this Progress Report will expedite the processing of the report. Below are some of the most common areas that tend to delay or prevent expeditious processing of Progress Reports:

- Missing or incorrect Grant Number, Project Title, Grant Period, and/or contact information;
- Personnel funding percentages that are inconsistent with the approved Grant Award Agreement;
- Inaccurate and/or missing statistical data; and
- Unchecked boxes and unanswered questions.

All Progress Reports should be submitted electronically to the Program Specialist assigned to your agency. Please feel free to contact the Program Specialist assigned to your agency with any questions regarding the Progress Report and/or general questions regarding the grant. Program Specialists' assignments and contact information are posted on the Cal EMA website for your convenience: [www.calema.ca.gov](http://www.calema.ca.gov) : Select the "Sexual Assault, Domestic Violence, and Victim Witness Branch" link from under the Justice Programs Tab. Then Select the "Domestic Violence Section" link. An alphabetical listing of Cal EMA funded projects and their assigned Program Specialists is located under the "Program Specialist Contact Information" link.

Sincerely,



LEIGH BILLS, MSW  
Domestic Violence Section Chief  
Public Safety and Victim Services Division

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
COMPREHENSIVE SHELTER-BASED DOMESTIC VIOLENCE SERVICES (DX) PROGRAM  
PROGRESS REPORT**

Please provide the information as indicated. Leave no section(s) blank. **This form may NOT be modified or altered.** All reports must be received by Cal EMA no later than 30 calendar days after the end of the reporting period. **SUBMIT AN ELECTRONIC COPY OF THE REPORT TO YOUR PROGRAM SPECIALIST. PROGRAM SPECIALIST CONTACT INFORMATION MAY BE FOUND ON THE Cal EMA WEBSITE.**

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1] Project Title _____	2] Grant Award # _____
3] Recipient _____	4] Grant Period _____
5] Address _____	6] Report Period _____
7] Prepared by _____	8] Title _____
9] Phone Number _____	9] Email Address _____

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**PROGRESS REPORT**

- ☐ 1<sup>st</sup> Progress Report: Covers July 1, 2009 to March 31, 2010 (due April 15, 2010).
- ☐ 2<sup>nd</sup> Progress Report: Covers the entire grant period (due July 31, 2010).
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**BUDGET**

- |  |    |       |
|--|----|-------|
| 1. Total grant award and match:                          | \$ | _____ |
| 2. Total funds expended and reported to date:            | \$ | _____ |
| 3. Items encumbered but not yet reported:                | \$ | _____ |
| 4. Total grant balance:                                  | \$ | _____ |
| 5. Report of expenditures submitted through (month/year) |    | _____ |

☐ YES    ☐ NO    Are grant funds being expended in accordance with the Grant Award Agreement?  
If no, explain in the narrative section of this report.

☐ YES    ☐ NO    Has the project added any line items to the budget during this report period?  
If yes, describe each line item added and the relationship to the grant award objectives in the narrative section of this report.

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REVIEWERS COMMENTS (For Cal EMA use only):

☐ Approved

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

**INSTRUCTIONS:** All data must be supported by source documentation that is retained by the recipient and made available to Cal EMA upon request.

## SECTION I. PERSONNEL

### Positions Authorized in Grant Award Agreement:

	Name of Staff	Position	Duties	% Grant Funded
1.				
2.				
3.				
4.				
5.				
6.				
7.				

☐ Yes    ☐ No    Have delays occurred in the hiring of personnel for positions identified in the Grant Award? If yes, please explain below.

☐ Yes    ☐ No    Have any of the job duties, as detailed in the Grant Award Agreement, changed? If yes, please explain below.

If necessary, please explain any of the items noted above. Please attach an additional page if additional space is needed.

## SECTION II. PROGRAMMATIC OBJECTIVES

Report statistical data for the programmatic objectives listed below. The projected numbers must match what was submitted in the original Grant Award Application or any subsequent Grant Award Modifications.

	Projected No.	Objectives	7/1/09 – 3/31/10 (3 quarters)	4/1/10 – 6/30/10 (1 quarter)
1.		Number of <b>unduplicated</b> crisis calls received by the agency through the hotline.		
2. a.		Total <b>unduplicated</b> number of new victims receiving peer/individual counseling by a fully trained DV Counselor.		
		Total <b>duplicated</b> number of Peer/Individual Counseling sessions held.		
b.		Total <b>unduplicated</b> number of DV victims receiving group counseling services.		
		Total <b>duplicated</b> number of group counseling sessions held.		
c.		Total <b>unduplicated</b> number of new DV victims referred for group counseling services.		
		Total <b>unduplicated</b> number of new DV victims referred for group counseling services.		

3.		Total <b>unduplicated</b> number of DV victims served at the Business Center.		
4. a.		Total <b>unduplicated</b> number of new DV victims and their children sheltered.		
b.		Total <b>unduplicated</b> number of new DV victims referred for shelter outside the DV project.		
c.		Total number of bed nights = <b>(no. of beds occupied x no. of nights)</b> .		
5. a.		Total <b>unduplicated</b> number of new DV victims receiving emergency food and/or clothing by the project.		
b.		Total <b>unduplicated</b> number of new DV victims referred outside the DV project to receive emergency food and clothing.		
6. a.		Total <b>unduplicated</b> number of new DV victims served by the project as a result of referrals from Law Enforcement.		
b.		Total <b>duplicated</b> number of times DV Advocates responded to a call from Law Enforcement agencies.		
7. a.		Total <b>unduplicated</b> number of new DV victims served by the project as a result of hospital emergency rooms, medical clinics and/or medical office referrals.		
b.		Total <b>duplicated</b> number of times DV Advocates responded to an emergency call from a hospital emergency rooms, medical clinics and/or medical office referrals.		
8. a.		Total <b>unduplicated</b> number of new DV victims provided emergency transportation to the shelter or other safe locations on a 24-hour basis.		

	<b>b.</b>	Total <b>duplicated</b> number of times the project provided non-emergency transportation to DV victims.		
<b>9.</b>	<b>a.</b>	Total <b>unduplicated</b> number of children of new DV victims who received counseling.		
	<b>b.</b>	Total <b>duplicated</b> number of counseling sessions held.		
	<b>c.</b>	Total <b>unduplicated</b> number of children of new DV victims referred outside the DV project for counseling.		
<b>10.</b>	<b>a.</b>	Total <b>unduplicated</b> number of new DV victims provided Social Service advocacy services.		
	<b>b.</b>	Total <b>unduplicated</b> number of new DV victims provided court advocacy services.		
<b>11.</b>	<b>a.</b>	Total <b>unduplicated</b> number of new DV victims receiving legal assistance with TROs, protective and/or custody orders by the DV project.		
	<b>b.</b>	Total <b>unduplicated</b> number of new DV victims referred to an outside agency for legal assistance with TROs, protective and/or custody orders.		
<b>12.</b>	<b>a.</b>	Total <b>unduplicated</b> number of collaborative meetings attended by the DV project.		
	<b>b.</b>	<b>Unduplicated</b> number of DV information/referral calls received by the agency.		
	<b>c.</b>	<b>Duplicated</b> number of DV referrals given by the agency.		
<b>13.</b>		Total <b>unduplicated</b> number of new DV victims receiving household establishment assistance by the project.		

### SECTION III. PROJECT NARRATIVE AND OUTREACH

Discuss applicable information:

- Any delays and/or problems in implementation;
- Those activities supporting each objective which are not currently operational or in place;
- Any additional programmatic problems which have hindered operations causing a deviation from the original programming goals.

Provide a detailed narrative covering the following program areas:

- Provide a detailed (not to exceed 4 pages) narrative identifying how the program objectives have been implemented. Attach additional pages as needed.
- Provide anecdotal examples from services made possible by the restoration of the CSP1 Funds.